

March
1954

C O P Y

PROBLEM

To establish a new Agency Records Center.

5-1-3
~~FILED: May 1954~~

RETURN TO

RECORDS MANAGEMENT DIVISION

CIA currently is using a Records Center at [REDACTED], which is a Government-owned building on leased land. The building is unsatisfactory for the reasons that it is expensive to maintain, it provides inadequate security, it has inadequate physical facilities, and it cannot be expanded to meet future requirements. If the building were to be renovated the approximate cost would be \$95,800. The owner of the land has requested the return of his property on or about 30 June 1954. It is proposed that a new Agency Records Center be constructed at the [REDACTED] at an estimated cost of \$405,000. No amount for such construction was provided for in the 1954 budget for the reason that, when the budget was drawn up, the need to construct an Agency Records Center had not been established, the leasing of another location then being under consideration. Also, the policy affecting new construction work was then unsettled. However, the Budget Division states that the present re-scheduling of FY 1954 funds will make sufficient funds available for the proposed project. Although the [REDACTED]

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[REDACTED] normally is financed through the use of unvouchered funds, a study is being made by the Office of the Comptroller to determine whether it is possible to effect the proposed construction using vouchered funds without impairing the security of the operation. Unvouchered funds expenditures will not be made without the prior approval of the Director.

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ACTION

A formal meeting of the Project Review Committee was not convened to consider this project. Rather, sets of data covering it were distributed to the PRC members who have approved the project as submitted.

RECOMMENDATION

That the Director approve the proposed construction of an Agency Records Center at [REDACTED] on the understanding that the funds to be used are available as a result of re-scheduling FY 1954 funds and that they will be expended on a vouchered basis unless the Director's prior approval of unvouchered expenditures is obtained.

CONCUR:

(signed)
Chairman, PRC

CONCUR:

(signed)
Deputy Director (Intelligence)

(signed)
Deputy Director (Plans)

(signed)
Deputy Director (Administration)

APPROVED:

(signed)
Director of Central Intelligence
Mar 24 1954